

Tippecanoe County Community Corrections
Community Service / Work Crew
V: (765) 742-1279 F: (765) 423-2896 E: comservice@tippecanoe.in.gov

COMMUNITY SERVICE

All community service/work crew hours must be completed at an IRS approved nonprofit organization. Hours performed for any organization that does not have a verifiable 501c status will be considered invalid and will not count toward my community service hours. Agencies outside of Tippecanoe County are allowed under the same guidelines.

Tippecanoe County Community Corrections has the right to remove organizations from any approved lists AND refuse approval of hours completed at their discretion.

Each community service / work crew participant will receive a timesheet. The contact person at your organization(s) will sign the timesheet each time you provide a service for that organization. Back dating of timesheet(s) will not be permitted. **Upon completion of all court required hours**, you must submit your timesheet(s) to Tippecanoe County Community Corrections. Incomplete timesheet(s) will not be accepted. You must have all completed timesheet(s) submitted for approval prior to your completion date. Once your timesheet(s) have been verified and your associated fee has been paid, a completion report will be sent to the Court.

Any of the following behaviors will not be tolerated:

- a. Acting in a dangerous or offensive manner toward agency staff or community citizens.
- b. Failing to attend schedule service times.
- c. Failing to follow agency guidelines or directions.
- d. Refusing assigned tasks or failing to perform tasks adequately.
- e. Falsification of timesheet(s). We may conduct a verification of your Community Service hours.
- f. Do not bring guests to your work site. You will be given zero credit if you are found to have guest(s) on the job site.

You are responsible for turning in your completed hours no less than seven (7) business days prior to your compliance hearing. A completion letter cannot be sent to the court on your behalf without receiving proper documentation in a timely manner.

It is your responsibility to keep your contact information current with Tippecanoe County Community Corrections. I understand that if I move or change telephone numbers, I must update Tippecanoe County Community Corrections immediately.

The fee to manage community service and work crew is \$100 for up to 40 hours and \$125 for over 40 hours.